EXHIBIT "A"
SCOPE OF SERVICES
(STAGE 1)
DISTRICTWIDE INTERCHANGES AND MODELING CONTRACT
F.P.I.D. NO. 427811-1-12-03
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I. PURPOSE

The purpose of this contract is to provide the DEPARTMENT with professional services in support of Intermodal Systems Development and Systems Planning. The work may involve, but is not limited to, the major and minor services described within this document, which include: interchange access request (IAR) document development and review; project traffic development; traffic data collection; model application; corridor traffic analyses; feasibility and special studies; congestion management analyses; enhancement program development; microsimulation; demographic and travel behavior data analyses for model estimation and model enhancements; survey data collection, analyses, and expansion; mesoscopic modeling for performance measurement; and the provision of technical assistance to model users.

Major tasks also include performing tasks related to the Florida Standard Urban Transportation Modeling Structure (FSUTMS), which include but not limited to: providing technical support of Metropolitan Planning Organization (MPO) staff, Regional Planning Councils, and local jurisdictions, attend meetings representing the district, provide assistance to outside agencies and firms as directed by the FDOT Modeling Coordinator / Project Manager.

The CONSULTANT may also provide support in minor tasks including but not limited to: community planning and growth management review, such as local government comprehensive plans, existing developments of regional impact (DRI), sector plans, evaluation and appraisal reports, utility siting plans, campus master plans, and economic development applications; Geographic Information System (GIS) mapping; transit access and pedestrian safety reviews; functional classification of roadways and jurisdictional transfers; developing and testing alternative land use scenarios; MPO assistance; planning workshops; policy guidance development; and public involvement activities (especially as they relate to all of the above efforts). Other minor tasks may also include: transit corridor study program assistance; intelligent transportation system (ITS) support; and on-call support.

The contract will be Task Work Order driven, based on needs and funding availability by the DEPARTMENT. Not all major and minor tasks enumerated below may be specifically requested during the contract term. The CONSULTANT shall minimize the DEPARTMENT’S need to apply its own resources to assignments authorized by the DEPARTMENT. Additionally, the CONSULTANT shall independently ensure that all deliverables have undergone a thorough quality assurance procedure and quality control review.
II. SERVICES

MAJOR TASKS I

A. Interchange Access Request (IAR) Document Development and Review

The CONSULTANT may be required to development and / or review proposals for new or changes to existing interchanges. The CONSULTANT will ensure documents are produced in accordance with DEPARTMENT Policies and Procedures related to Interstate Access including but not limited to Interchange Justification Procedure (525-030-160) and the Interchange Access Request Users Guide (IARUG).

Tasks may include:

a. The CONSULTANT may be required to provide/review Methodology Letters of Understanding (MLOU) summarizing project information, assumptions, and analysis approach.

b. The CONSULTANT may be required to provide / review existing data within these study limits i.e., existing roadway network, existing volumes, existing travel speeds, existing facility characteristics, and existing signal timings.

c. The CONSULTANT may be required to provide / review interchange characteristics in a complete Technical Memorandum entitled “Interchange Justification Report” (IJRs), “Interchange Operational Analysis Report” (IOAR), or “Interchange Modification Report” (IMRs) and changes in facility type. The revised section break locations should be made according to the roadway information.

d. This work may also include development and / or review of alternative design concepts and interchange configurations, such as Diverging Diamond Interchange or Single Point Urban Interchange. The CONSULTANT may be required to conduct or reviews assessments of the operational and safety effects of geometric design and traffic control features for new or existing interchanges.

e. This work may also require the CONSULTANT to perform or review dynamic traffic simulation / microsimulation, using CORSIM or other similar traffic simulation software[s], for operational analysis and presentation purposes.

f. The CONSULTANT will be required to develop or review reevaluations of previously approved IAR documents based on changes in the proposed interchange geometry at various stages of the project.

g. CONSULTANT may be required to coordinate Interchange Access Request (IAR) Proposals with other agencies, consultants, FHWA and the District Interchange Review Coordination Team.
B. Project Traffic Development

The CONSULTANT may be required to develop traffic demand forecasts for proposed facility designs. The work required for this task may include but is not limited to preparing Design Traffic Reports for Interchange Proposal, Design projects, and PD&E Studies. The CONSULTANT will be required to project future Annual Average Daily Traffic (AADT), design hour traffic volumes, and turning movements using travel demand models (FSUTMS), historical traffic growth, land use data, or other appropriate traffic forecasting methodologies. The CONSULTANT will also be required to provide recommendations, such as intersection turning movement queue lengths, for Design projects.

The CONSULTANT may be tasked to review project traffic reports previously completed by the DEPARTMENT or support peer review of other studies. This may involve review of these documents for completeness and technical accuracy. The CONSULTANT may be required to provide an evaluation of previously completed work including review of the age of the collected data, significant changes in travel patterns or demand volumes, land use, or changes in other key study assumptions.

a. Traffic Data Collection

The CONSULTANT may be required to conduct traffic counts at various locations throughout the District for Concept Development projects, PD&E studies, and Design projects. The type of counts may be vehicle classification, bi-directional, or turning movement counts for any duration (period of time) required by the DEPARTMENT. The CONSULTANT may be expected to document the field conditions at the time of the counts. Field documentation may include counter location and geometric measurements such as number of lanes, length of storage and taper for turn / merge lanes, type of traffic control, and the location and / or presence of signal boxes and loop detectors. In addition, the CONSULTANT may be required to collect and analyze existing data, which may include but not be limited to accident data, land use data, access features, highway characteristics, transit service, freight management, signalization information, and environmental features. The CONSULTANT will be required to fully document the data collection effort and provide this documentation and collected data in Excel, Nuance, and PDF format.

b. Corridor Traffic Analysis

The CONSULTANT may be required to prepare and / or review various corridor traffic operational studies such as level of service analyses, capacity calculations, and other transportation / traffic studies for Concept Development projects, PD&E studies, and Design projects. The CONSULTANT may be required to forecast and analyze demands for all modes of transportation facilities at different horizon years and provide engineering guidance on traffic mitigation analyses to achieve an acceptable level of service. This task may also require the CONSULTANT to analyze improvements to current traffic signal system equipment such as Transit Priority Systems. Dynamic traffic simulation or microsimulation, using CORSIM, or other similar traffic simulation software(s), for operational analysis and presentation purpose may also be required.
c. Feasibility and Special Studies

The CONSULTANT may be required to develop and / or review Feasibility Studies and Special Studies including, but not limited to, Lane Elimination, Freeway Managed Lanes & Ramp Metering Studies, Freight Studies, Traffic & Revenue Studies, and Interstate Master Plans. The CONSULTANT will also conduct or review Maintenance of Traffic / Lane Closure Analyses, including evaluation of lane and / or roadway / bridge closures or detours on the highway network. The task may also require the CONSULTANT to perform dynamic traffic or microsimulation for operational analysis and presentation purposes. The CONSULTANT may be required to coordinate with local agencies, consultants, Federal Transit Administration (FTA) and FHWA.
MAJOR TASKS II

C. Model Application

The CONSULTANT may be required to perform or review model sub-area validation to support the PD&E Studies and Design Projects. The tasks may include, but are not limited to, socio-economic data review, subarea multimodal model validation, model post processing, developing and applying specialized modeling procedures, as well as documenting and presenting model performance for the subarea.

The CONSULTANT may be required to perform tasks relating to the Florida Standard Urban Transportation Modeling Structure (FSUTMS) which include, but are not limited to: provide technical support MPO Staff, Regional Planning Councils, and local jurisdictions, attend meetings representing the District, provide assistance to outside agencies and firms as directed by the District Modeling Coordinator / FDOT Project Manager, implemented and support transit functions in all models, and dynamically maintain models as needs change, support new technology and methods as directed by the DEPARTMENT, and other tasks related to transportation modeling.

The CONSULTANT may be required to provide work elements in, but not limited to, the following areas pertaining to FSUTMS modeling:

a. Model Validation and Development

The CONSULTANT may be required to check the validity of FSUTMS models. This may require checking validation of base year models to ensure that they are within accepted tolerances, and reviewing future year models that have been modified to examine the impacts of proposed development and projected future conditions.

The CONSULTANT may be required to develop and maintain special purpose model as assigned by the District Modeling Coordinator / FDOT Project Manager, i.e. Transit Model.

The CONSULTANT may be required to develop, validate, revalidate, and / or maintain regional models involving multicounty MPOs, as well as rural county models. The CONSULTANT may be required to coordinate with MPO and / or local staff(s) to ensure consistency with local development plans. These models may include a base year, interim year(s), and horizon year, cost feasible, and needs networks.

The CONSULTANT will be required to submit complete and timely documentation in the form of a Modeling Technical Memorandum on any changes or modification made to FSUTMS model carrying out tasks assigned by the District Modeling Coordinator / FDOT Project Manager.
b. Model Updates and Data Collection

The CONSULTANT may be required to provide and develop data input files for the FSUTMS, which may involve the development of future year data sets taking into account population changes, shifts in development areas, and large-scale projects with regional transportation impacts.

The CONSULTANT may be required to ensure the current models are performing properly in any future versions of FSUTMS, or any program, which may replace FSUTMS in the future. The CONSULTANT will be required to make any necessary file, structure, or data changes to the current models to ensure compatibility with any future transportation modeling structure, software updates to current software, and provide complete documentation as assigned by the District Modeling Coordinator / FDOT Project Manager.

c. Maintenance of Models

The CONSULTANT will be required to update and maintain the FSUTMS model to future forecast years for the purpose of assessing existing, new, or proposed elements of the State Highway System. Such alternatives may include, but are not limited to, transit, tolls, multimodal elements, and other alternatives as directed by the District Modeling Coordinator / FDOT Project Manager. The CONSULTANT will provide complete documentation of any and all changes or modifications made to the model datasets in performing this task.

The CONSULTANT will be required to ensure that current models are performing properly in any future versions of FSUTMS, or any program, which may replace FSUTMS in the future. The CONSULTANT will be required to make any necessary file, structure, or data changes to the current models to insure compatibility with any future transportation modeling software, software updates to current software, and provide complete documentation as assigned by the District Modeling Coordinator / FDOT Projects Manager.

d. File Hosting / Distribution

It is recognized that transfer of FSUTMS datasets and other files utilized in growth management review are too large to be handled through simple email attachment, and the need to exchange this data in a timely fashion is critical to ongoing modeling activities. The Consultant will be required to operate and maintain an Internet File Transfer Protocol (FTP) site with sufficient storage and transfer capacity to facilitate the expedient exchange of large files between the Consultant and DEPARTMENT staff. This FTP site will be available twenty-four (24) hours per day, with suitable bandwidth available to move large data files in a reasonable manner. Access will be password / user login restricted to specific authorized users as specified by the District Modeling Coordinator or FDOT Project Manager. A secondary, non-password protected (anonymous FTP) area will be provided for the exchange of DEPARTMENT approved files as well as file download and distribution to users outside FDOT.
D. Mesoscopic Modeling Support

For large urbanized metropolises, the transportation investment is shifting from building new highway capacities to maximizing their usage due to the depletion of right-of-way reservations. Consequently, transportation planning is becoming more operational oriented. This paradigm shift requires a modeling approach that caps the flow of traffic demands to network capacity. Accordingly, the CONSULTANT may be required to perform mesoscopic modeling analyses using dynamic traffic assignment (DTA) tools. The CONSULTANT may be required to apply DTA in combination with other multimodal models for rapid decision-making analysis on strategies of operating the existing or proposed new facilities.
MINOR TASKS

E. Community Planning and Growth Management Review

The CONSULTANT may be required to support the DISTRICT’S role in the State Review Process by providing an evaluation and review of a variety of growth management applications including but not limited Local Government Comprehensive Plan (LGCP) amendments, existing Developments of Regional Impact (DRI), Sector Plans, Master Plans, Evaluation and Appraisal Reports, Campus Master Plans, Utility Siting Plan, and other Economic Development applications.

Review of growth management applications must be performed in accordance with the laws and rules which are in place at the time of the review, currently found in Chapters 163 and 380, Florida Statutes (F.S.), Chapter 73C-40, Florida Administrative Code (F.A.C.), FDOT Topic Numbers 525-010-101/525-030-115, FDOT Transportation Site Impact Handbook, and other District procedures that may be formulated during the contract period. The CONSULTANT is expected to monitor and understand legislative changes and requirements as they may affect DEPARTMENT’S authority or local government requirements pertaining to Community Planning.

Community planning review tasks may include:

a. Plan Review

This task will consist of reviewing LGCP submittal and preparing a report containing objections, if warranted, with recommended remedial actions, comments, and/or technical assistance comments to address the following areas of concern to the DEPARTMENT.

- Level of Service Standards
- Safety and Operations
- Access Management
- Right of Way Protection / Acquisition
- Transportation Improvement Funding
- Complete Streets
- Multimodal Systems
- Protection of Interstate / Intrastate System /SIS Facilities
- Internal Consistency Between Elements - the review shall evaluate the internal consistency of the following seven elements (if applicable):
  - Traffic Circulation
  - Concurrency
  - Future Land Use
  - Capital Improvements
  - Coastal Management
  - Ports, Aviation and Related Facilities
  - Intergovernmental Coordination
The CONSULTANT will review the plan documentation provided by the District and determine if the plan update material follows appropriate guidelines and criteria. If deemed necessary, the staff of the Consultant may be required to visit the area for which the comprehensive plan element has been prepared for field reconnaissance and to visit with staff of the appropriate local agency(ies). Following the field reconnaissance visit, review staff will contact the FDOT Project Manager or designated staff to discuss the requested action.

b. Prepare Department Comment Technical Memorandum

The Consultant shall prepare a technical memorandum summarizing the comprehensive plan review, and transmit that memorandum electronically to the designated Planning DEPARTMENT staff member in advance of statutory deadlines defined in the State Review Procedure. In accordance with the specific State Review Procedure, the District has thirty (30) days to complete its review and respond. Within this thirty (30) day period, normally, the Consultant will have 14 calendar days to complete the review and notify the DEPARTMENT of any potential objectionable issues. The Consultant will have 14-21 days to provide a final version of the memorandum to the DEPARTMENT. This time period includes the time needed by the DEPARTMENT Project Manager to review, comment and approve the draft memorandum.

F. Complete Streets Implementation

The CONSULTANT may be required to support the District implement the FDOT Complete Streets Policy and Complete Streets Implementation Plan (2015). The CONSULTANT may be required to identify, screen, and review candidate corridors for Complete Street treatment using sound engineering practices in accordance with the Florida Design Manual; Chapter 19 of the Florida Green Book; Florida Strategic Highway Safety Plan; and the FDOT Complete Streets Policy and Complete Streets Implementation Plan (2015).

The CONSULTANT will prepare Complete Street Action Plans for previously-screened arterial and collector road corridors. The CONSULTANT will plan for the design, construction / reconstruction, and operation of a context-sensitive, community-oriented transportation network that works for all modes of travel and promotes economic development in Florida.

The respective Complete Street Action Plans will include cost feasible complete street improvements and strategies that improve safety, mobility and access, and quality of life for all users of the transportation system.

The task may include:

- Public outreach to identify stakeholder (property owners, residents, businesses, governmental agencies, advocates, etc) needs and context issues
- Safety analyses
  - Automobile, pedestrian, bicycle crash trends
  - Pedestrian crossing safety
• Bicycle usage and accessibility
• Corridor characteristic review
  o Sidewalks
  o Bicycle facilities
  o Medians
  o Lighting
  o Landscaping
  o Transit accessibility, location, and amenities
• Fatal flaw analyses
  o Right of way analyses
  o Access
  o Utility impact analyses
  o Permitting and environmental impacts
  o Constructability issues (specific project concerns)
  o Cost-effectiveness
  o Maintenance of traffic
• Traffic operation analyses
• Development of Purpose and Need statements
• Funding and phasing plans

G. Transportation Impact Assessment Review

The DEPARTMENT may be required by a local government to review transportation studies associated with land use proposals. This involves review of technical data and analysis and preparation of comments. Technical data may include review of trip generation estimates, trip distribution, estimates for modal split based on qualitative and quantitative methodologies, operational analysis of facility and intersections and identification of appropriate transportation mitigation and strategies.

Comments will be developed in consideration of the DEPARTMENT’S authority, transportation impact assessment best practices, and consistency with provision of the Local Government’s Comprehensive Plans, Land Development Regulations (LDRs), and their codes and ordinances. The CONSULTANT will be expected to monitor and understand changes in legislative requirements that may affect the DEPARTMENT’S authority or local government requirements regarding provision of necessary transportation infrastructure.
H. Strategic Intermodal System (SIS) Support

The CONSULTANT may be required to provide general assistance to the DEPARTMENT as related to the Strategic Intermodal System (SIS) through a variety of transportation planning tasks. Tasks may include, but are not limited to, modelling to identify capacity needs for the update to the SIS Multimodal Unfunded Needs Plan, coordination with modal offices to identify needs related to SIS-designated facilities, development/update of the SIS Cost Feasible Plan; development of a Designation Change Request (DCR) for a facility (hub, connector, corridor); the coordination of SIS projects between the DEPARTMENT’s and various stakeholders, completion of studies, or review of reports and documents for SIS facilities. The work may also involve the coordination of SIS projects and collection and analysis of data.

- The SIS Multimodal Needs Plan identifies the long range Unfunded Transportation Capacity Needs for the Strategic Intermodal System and is statutorily reviewed every 3-5 years in accordance reasonable with 339.64, Florida Statutes. The Plan may be reviewed and updated based upon the needs estimates and prioritization. Other plan information including, but not limited to, MPO Plans, Modal Plans, Freight Plans, and Local Government Comprehensive Plans may also be used to determine needs. The Needs Plan provides potential projects for the next update of the SIS Cost Feasible Plan and is part of the SIS Funding Strategy. A Needs Plan map may be produced illustrating proposed needs based on the district and statewide prioritization results.

- The Multimodal Needs Plan shall be prioritized within the DISTRICT for Interstate and non-Interstate facilities, and modal facilities. The prioritization results shall be reviewed for reasonableness by the appropriate department(s) and District management. The needs are entered into the SIS Project Management (PM) Tool managed by the Systems Implement Office.

- Cost estimates for each SIS needs may be updated / developed through various available sources including Work Program cost estimates, corridor plan costs and project study cost estimates. Where program and project specific costs are not available, the District’s Planning Long Range Cost Estimation (PLRCE) template may be used to determine costs associated with the identified needs. Cost estimates shall include project development and environmental (PDE), preliminary engineering/design (PE), right of way (ROW), construction (CST) and construction engineering inspection (CEI). The new PLRCE cost estimates for the SIS Needs Plan shall be validated, where possible, using existing needs costs developed and adopted by the District’s Planning, Construction, and Right of Way departments.

- The CONSULTANT will support the development of the SIS Cost Feasible Plan (CFP) by providing any required updated LRE information for Interstate and non-Interstate projects including interchange projects within the DISTRICT. Once the SIS Unfunded Needs Plan is updated, the SIS Cost Feasible Plan is developed for highway capacity improvements beyond the 10-year SIS Plan in accordance with statutory direction. The CFP identifies those needs projects which are most likely to be feasible based upon Revenue forecasts for the years identified. Revenues will be allocated to the highest prioritized segments within the
SCOPE OF SERVICES

I. Geographic Information Systems (GIS)

The CONSULTANT may be required to provide various maps and tables for use in the previous mentioned tasks. All submitted GIS components are expected to be spatially referenced and scaled. This activity could include, but not be limited to, Tentative or Adopted Work Program Maps.

J. Public Involvement Activities

The CONSULTANT may be required to assist the DEPARTMENT in various public involvement efforts / activities specifically related to the tasks previously outlined. The CONSULTANT will be required to ensure compliance with Title IV for all public involvement activities.

Tasks for this effort may include, but not be limited to, the following:

- Prepare presentation materials for briefings, public workshops, and public meetings.
- Prepare brochures that describe various aspects of the SIS Plan, summarize the SIS planning process, and identify local issues and concerns.
- Prepare news releases and / or articles
- Attend and / or make presentations related to any of the tasks outlined above at public workshops, project briefings, and agency and group meetings.
- Prepare and maintain public comment files.

The Memorandum of Understanding (MOU) between FDOT and FHWA for NEPA assignment was executed on December 14, 2016. Now that FDOT has assignment of NEPA responsibilities as described in the MOU, the requirements described in the MOU are in effect.

The Office of Environmental Management (OEM) has updated the PD&E Manual to reflect the requirements of the MOU, dated June 14, 2017. As a reminder, a standard statement must now be included on all project notifications and announcements to the public.

MOU REQUIREMENT

FDOT shall disclose to the public and agencies, as part of agency outreach and public involvement procedures, including any Notice of Intent or scoping meeting notice, the disclosure shown below:

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida DEPARTMENT of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.
This disclosure language should be included on the following public involvement materials related to PD&E Studies under the authority granted by this MOU:

- Invitations to public meetings and hearings
- Notices for:
  - Public Meetings
  - Public Hearings
  - Notice of Intent
- Public Involvement Plan
- Public Hearing PowerPoint and Script
- Newsletters / Brochures / Fact Sheets

K. Incidental Tasks

The CONSULTANT may be required, but not be limited to, reviewing various planning related documents, reports, studies, procedures, etc. and preparing review comments as required pertaining to the tasks as outlined above.

L. Software Requirements

The CONSULTANT will be required to have the capabilities of communicating and submitting deliverables to the DEPARTMENT through normal business channels including but not limited to E-Mail, GoToMeeting and appropriate electronic file transfer methods. The CONSULTANT will secure and maintain all appropriate traffic and typical office software to conduct the tasks assigned by the FDOT Project manager, such as: Microsoft Office, FSUTMS, CORSIM, VISSIM, Synchro, Highway Capacity Software (HCS), LOS PLAN (ARTPLAN, HIGHPLAN, FREEPLAN) and all other FDOT Level of Service programs and any other traffic operations or transportation planning software as indicated in the individual Task Work Orders.

The DEPARTMENT will not be responsible for providing proprietary software packages to the CONSULTANT. Should the CONSULTANT desire to use any other DEPARTMENT programs, permission must be granted in accordance with this Agreement. Computations based on computer programs other than the DEPARTMENT’S must conform to all DEPARTMENT format requirements.

M. Other Support

a. Transit Program Assistance

The CONSULTANT may provide technical support in development of transit projects within the District. The CONSULTANT may be required to produce or review transit project reports for District submittal to Central Office or Federal Agencies.
b. **Corridor Study Program Assistance**

As part of the District’s involvement in various corridor studies, the CONSULTANT will be available to provide additional resources and technical knowledge for project review and quality control. The CONSULTANT will advise District staff on the requirements of the Federal Agencies to achieve an implementable project.

The CONSULTANT will prepare style guides, methodology guides, joint public engagement calendars, and other organizational materials needed to effectively coordinate the multiple efforts, as requested.

c. **Intelligent Transportation Systems (ITS) Analysis**

The CONSULTANT may be required to assist the DEPARTMENT with minor work in Intelligent Transportation Systems (ITS) analysis and design.

d. **On-call Assistance**

The CONSULTANT may be requested to perform other tasks on-call, including but not limited to:

- Assisting the DEPARTMENT in the collection and analysis of data
- Assisting the DEPARTMENT with the preparation of reports identifying potential future improvements to regional transit systems
- Assisting the DEPARTMENT in the development and/or update of the current and future years cost estimates for right-of-way (ROW) and construction of transit alternatives, including but not limited to the review of ROW acquisition efforts, property surplus, and ongoing construction projects.
- Prepare any presentation graphics and supporting documentation either separate from, or as part of the report documents.
- Assisting the DEPARTMENT in the review and preparation of reports
- Assistance to local jurisdictions regarding local transit and development policies
- Coordination with local efforts on transit initiatives

### III. RESPONSIBILITIES OF THE DEPARTMENT

The DEPARTMENT will furnish, without charge, the following services and data to the CONSULTANT for the performance of services:

- The DEPARTMENT will provide a Project Manager who shall be responsible for the day-to-day management of this contract, all coordination with the CONSULTANT pertaining to the development and execution of all Task Work Orders of this contract, defining the specific work to be performed and schedule for completion of such work, agreeing on the CONSULTANT staffing and availability (including substitutions from the available staffing list provided), and
the processing of CONSULTANT invoices for payment. However, all matters pertaining to contract administration lie with the District Professional Services Office.

- Provide all criteria and full information as to the DEPARTMENT’S requirements for consultant and contractor services including objectives, constraints, budgetary limitations, and time restraints.
- Furnish all DEPARTMENT procedures, standards, and policies applicable to the services.
- Furnish drawings, specifications, schedules, reports, and other information prepared by and / or for the DEPARTMENT by others which are available to the DEPARTMENT and which the DEPARTMENT considers pertinent to CONSULTANT’S responsibilities, as described herein.
- Furnish available traffic and planning data necessary to support minimal data collection necessary for the CONSULTANT to perform all task.
- Furnish limited mainframe computer access for CONSULTANT staff as needed for the services to be provided.

IV. RESPONSIBILITIES OF THE CONSULTANT

A. The CONSULTANT shall provide an overall Project Manager who will be the CONSULTANT’S primary point of contact for the scope, schedule and staff coordination, negotiation of task man-hours and completion of all TWOs. The CONSULTANT PM shall meet with the DEPARTMENT PM on a regular or scheduled basis, and shall provide a project schedule and submit monthly progress reports for all active TWOs to the FDOT PM that details staff hours worked by task. These progress reports shall be the basis for evaluation, processing, and approval of all CONSULTANT invoices presented to the DEPARTMENT for payment.

B. The CONSULTANT shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific TWOs:
   - Project Manager;
   - Engineer or Senior Engineer;
   - Engineer Intern;
   - Senior Planner;
   - Planner;
   - Engineering Technician or Senior Engineering Technician; and
   - Clerical

C. The CONSULTANT shall provide sufficient qualified staff, in a timely manner within the TWO schedules. These key personnel, including the CONSULTANT PM, shall possess superior verbal and writing communication skills, can translate complex technical analysis findings into common language, and be capable of presenting results and conclusions in a concise manner that is intuitively understandable to elected officials and the public. If, at any time, the FDOT PM determines that the number or expertise of staff assigned to a specific task is inadequate, the FDOT PM shall coordinate with the CONSULTANT PM to immediately remedy the situation to ensure the timely completion of the TWO assignments.
V. SUBCONTRACTING

Services assigned to Sub-CONSULTANTS must be approved by the DEPARTMENT in accordance with this Agreement. The Sub-CONSULTANT must be qualified by the DEPARTMENT to perform all work assigned to them.

Additional Sub-CONSULTANTS may be required by the DEPARTMENT or requested by the CONSULTANT to complete specific Task Work Assignments.

Upon written approval by the Project Management and the DEPARTMENT, and prior to performance of work, the CONSULTANT may subcontract for required services as requested by the DEPARTMENT. Written approval shall be in the form of a Contract Amendment, issued by the Professional Services Office.